

15 November 1962

62-8494

Memorandum for: Executive Director/DCI [redacted]

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From: CIA Records Administration Officer/DDS

Subject: Status of Vital Records Program

1. A survey of the Vital Records Program throughout the Agency has just been completed by [redacted] of this Staff. The attached statement shows the status of the program in each of the components of the DCI Area.

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2. I think you will be interested to know that all components now have Vital Records Deposits Schedules and that they are making deposits currently.

3. I recommend that the Records Officers be included on the Emergency Rosters for their respective components. I also propose that all personnel on the Emergency Rosters be indoctrinated in the operation at [redacted] with particular emphasis on the procedures at the Vital Records Repository.

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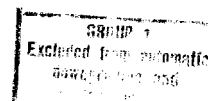
4. A comparison of our Agency Vital Records Program with those in other Federal agencies, State and Municipal governments and in some large industries indicates to me that ours is in excellent condition. On the other hand, I believe that we should continue our efforts to improve it and I will welcome your ideas.

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Attachment

(EXECUTIVE REGISTRY FILE)



I. DCI AREA

A. OFFICE OF THE DIRECTOR [ ]

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25X1 [ ] Did not have a Vital Records Deposit Schedule. At our request [ ] reviewed several safe drawers of reports and correspondence, developed a schedule and deposited thirty-three (33) items on 30 October.

25X1 B. CABLE SECRETARIAT [ ]

Felt they were in very good shape. Deposits of Cables are being made in accordance with established schedule.

C. ASSISTANT FOR COORDINATION [ ]

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25X1 They had a few records which were awaiting transfer to [ ] In addition, [ ] decided to amend the current schedule to include two additional items. They felt that when these reached the Repository they would have all records necessary to operate in an emergency.

D. USIB EXECUTIVE SECRETARY [ ]

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Selected USIB records are automatically deposited by the Office of National Estimates and no others need be deposited.

25X1 E. COMPTROLLER [ ]

They have recently reviewed their Vital Records coverage and feel that they are in good shape. Requests received from them to microfilm two series of records have been fulfilled.

25X1 F. GENERAL COUNSEL [ ]

They are taking action to make their collection current through the deposit of more recent Legal Opinions.

25X1 G. INSPECTOR GENERAL [ ]

Did not think that they have any records that could be classified as vital. I asked that she discuss this with the I. G. and give us either a schedule or statement indicating no vital records.

25X1 H. AUDIT STAFF [ ]

They do not have any Vital Records; therefore, the statement to this effect, signed in 1956 by [ ] is still valid.

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